



## PTA Committee Meeting Minutes

9pm, Wednesday 10<sup>th</sup> January 2018

### St Gregory's School – Closed Meeting

Attendees – Emily O'Meara, Tracy Holland, Aoife Fryatt, Chantain Thomas,

Enggy Millan, Gemma Outen

### Agenda

1. Recap on Committee positions, responsibilities
2. Financial update - actions of expenditure and requests from school. Voted requests and going forwards
3. Bonanza and Karaoke event debrief
4. Other fundraising activities debrief: Calendar, Christmas trees, Nativity DVDs, Ealing Half Marathon, Aviva, Co-op, Easy Fundraising
5. Events for Spring Term. Quiz Friday 26 January and Disco?
6. Lent activities - PTA website and flyer
7. Summer Term activities and Summer Fete
8. AOB

### Summary of meeting actions

1. Recap on Committee positions, responsibilities  
The organisation of the Bonanza was discussed. It was suggested by Emily that the organisation for the Summer Fete (Saturday 7<sup>th</sup> July - date to be confirmed) should take place at the start of the Summer term (after Easter) and that we should reconvene to plan how best to approach hosting stalls future Fetes / Bonanzas. Meanwhile, we need to gather written clarification from the PTA UK and Charity Commission on best practice for Trustee Office Holders of the St Gregory's PTA Committee in regards to hosting stalls at an event. Enggy to

- decide whether to 'freeze' her Co-Chair position for 6-8 weeks whilst recovering from surgery or steps down as Co-Chair at the next PTA meeting. If the latter is the case, the Co-Chairs will need to decide whether they would then like another person to be voted in as a Co-Chair or for the three remaining Chairs to split the Chair position. Emily would like to ask the PTA members whether they would like to shadow the Secretary position for the next two terms to ensure a smooth transition should she stand down at the next AGM.
2. Tracy and Aoife met with Carol Murphy and Maureen Richards to discuss requests for donations for the school (unfortunately Mrs Kolanowska was unable to attend). It has been agreed that a process will now be implemented, led by Carol, to track requests through to voting and funding. Teachers will be asked to complete a form when requesting a donation from PTA funds, which Mrs Kolanowska and Carol will review and sign off. It will then be put to the PTA members to vote on. A voting request for £1,000 per year group to spend on books will be voted on at the next PTA meeting. Three of the next funding projects include: (1) Reception Playground (using Co-op money + additional funding), (2) An IT project – a plan being put together by 'Badger', (3) Biking Provision (it was agreed that the PTA should aim to meet the shortfall of funding after parental donations).
  3. Gemma to do an inventory ASAP on alcohol and snacks in the shed (in preparation for the Quiz night). Chantain to do a whole shed inventory on Friday 19<sup>th</sup> Jan. Moving shed items will be required so that the school will use one half of the larger shed for play equipment. The new smaller shed will be used by the PTA.
  4. Aoife to finalise outstanding payments from calendar Advertisers. Emily to chase outstanding payments. £40 was raised from Christmas tree vouchers. It was agreed that next year the PTA should pay for the nativity filming and a link should be posted for all parents to access. DVD's from Reception and Year 2 are still available to preorder and DVDs will be sent out soon. Emily to send out message. Allocation of Aviva funding to be announced soon. Emily to find out about additional EveryClick payments. Aoife highlighted that someone will need to coordinate the EasyFundraising payments. Claire Taylor originally set up (Monica to take over administration?).
  5. Quiz to take place on Friday 26 Jan. Invitation forms circulated to all parents today. Research at The Grove Pub Quiz 7.30pm on Sunday 14<sup>th</sup> Jan, Coffee at Grill Ville after drop off to discuss organisation & Responsibilities for Quiz, evening to put together quiz questions TBC (sometime next week). Emily to upload Quiz event briefing onto Google docs along with a template which can be used to organise future PTA events.
  6. During Lent it would be useful to update the PTA page on the school website. Anita Antal has volunteers to start a PTA FAQ's for the page. The flyer introducing the PTA also needs to be reviewed and updated. It was suggested that the new Reception parents should be invited to the Summer fete and have the Welcome picnic in July. This is to be discussed further with Mrs Kolanowska.

Gemma will be putting together the next newsletter updating parents on Bonanza and future PTA activities.